

FURNITURE CONSTRUCTION PROCEDURE (MNT-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for having classroom and other furniture constructed by the maintenance department.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Maintenance Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Paperwork: Printed copy of work order, sales receipt(s) for purchased materials, furniture request and request for estimate form.

5.0 PROCEDURE:

- 5.1 Need is identified for furniture construction and the principal/administrator at location is contacted.
- 5.2 Principal/administrator has designated employee submit request for estimate to maintenance department via work order request with information describing what is being requested.
- 5.3 Maintenance Manager/designee reviews request to determine if work is within the capabilities of the maintenance department, and can be honored based on current workload.
 - 5.3.1 If Maintenance Manager/designee disapproves, reason is given in "action taken" block of work request.
 - 5.3.1.1 Designated employee at requesting location checks work order report and determines if a re-submittal of request with justification is warranted.
 - 5.3.1.2 If no re-submittal is desired, procedure is ended.
 - 5.3.1.3 If re-submittal is warranted, a new work request is submitted showing the justification.
 - 5.3.2 If Maintenance Manager/designee approves original or re-submitted request, a work order to provide cost estimate to school/facility is created.
- 5.4 Work order is assigned to maintenance employee with priority rating.
- 5.5 Maintenance employee assigned the task will do on-site inspection and determine exactly what work is required and determine materials needed.

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- 5.6 An estimate of cost for constructing the furniture (ref. MNT-F001) will be provided to the school/facility and they will determine if the funds are available. If funds are not available procedure ends.
- 5.7 School/Facility will issue a Furniture Request form (ref. MNT-F004) to the Maintenance Department to fund the construction.
 - 5.7.1 If Board funds are to be used, request is forwarded, through the appropriate supervisor, to Chief Financial Officer for approval. If request is not approved procedure ends.
- 5.8 Upon receipt of request the Maintenance Manager/designee will issue a new work order to the assigned employee to have the furniture constructed.
- 5.9 When construction of the furniture is complete the maintenance employee will deliver it to the requesting location. The designated employee will sign work order accepting furniture.
- 5.10 Maintenance employee completes paperwork and forwards to the Maintenance Manager/designee for review. Once paperwork is reviewed, the work order is electronically closed.
- 5.11 Maintenance Department will forward copies of all paperwork to the Accounting Office and to the originator to have funds transferred into the Maintenance Department account.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Work Order (computer generated)
- 6.2 Request for Estimate form (MNT-F001)
- 6.3 Furniture Request (MNT-F004)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Paperwork	Maintenance Department	Five Years	Destroyed	None required
Database	Vendor Facility	Indefinite	Archived	Daily Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/02/02		Initial Release
3/11/03	A	Add definition, clarify 5.10 & 5.11, add 6.2, change identification and add identification to 7.0, revise flowchart to reflect clarifications
10/07/04	B	Add Furniture Request form to procedure, revise flowchart

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10/29/04	C	Change Maintenance Manager to Maintenance Manager/designee where applicable
4/20/09	D	Change paperwork retention information
12/17/09	E	5.7.1 – state full title of CFO, 5.11 - include copies to originator.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in “Exhibit A” of this procedure.

***** End of procedure *****

Furniture Construction Flowchart

